

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
TUESDAY, JULY 17, 2001
8:15 A.M.**

Commissioners Present: Kathy Campbell, Chair
Bob Workman, Vice Chair
Larry Hudkins
Bernie Heier

Commissioners Absent: Ray Stevens

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Dave Johnson, Deputy County Attorney
Bruce Medcalf, County Clerk
Trish Owen, Deputy County Clerk
Ann Taylor, County Clerk's Office

AGENDA ITEM

1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, JULY 12, 2001

MOTION: Heier moved and Workman seconded approval of the Staff Meeting minutes of July 17, 2001. Heier, Hudkins, Workman and Campbell voted aye. Motion carried.

2 ADDITIONS TO THE AGENDA

- A. Road Improvements on Van Dorn Street between 112th and 120th Streets
- B. Ultimate Fighting
- C. Letter from Jane Burke, Attorney for American Federation of State, County & Municipal Employees (AFSCME) Regarding Lancaster Manor
- D. Proxy for Nationwide Life Insurance Company
- E. Request for Members of the Juvenile Detention Facility Transition Team to Travel to Noblesville, Indiana to View a Computerized Security System

MOTION: Heier moved and Hudkins seconded approval of the additions to the agenda. Heier, Workman, Hudkins and Campbell voted aye. Motion carried.

3 BUDGET WORKING SESSION - Dave Kroeker, Budget and Fiscal Officer

Dave Kroeker, Budget and Fiscal Officer, reviewed the following documents (Exhibit A):

- FY02 Valuations & Tax Rates*
- Lancaster County, Comparison FY02 to FY01 Expense Budget*
- Lancaster County, Comparison FY02 to FY01 Revenue Budget*

No discussion.

- Keno Fund, FY02 Proposed Budget*

Kroeker noted the addition of the Garner Industries Water Project (\$58,000). He also reported that funding the list of excess projects will create a deficit of \$126,958 but said this may not be a problem as the \$195,000 indicated for the Economic Development Fund is considered a loan.

Hudkins arrived at the meeting.

The Board eliminated the Infrastructure Financing Study-Acreage Project (\$30,000) and reduced the Constituent Tracking System from \$50,000 to \$5,000.

In response to a question from Hudkins, Kroeker said the purchase of a defibrillator has been referred to the Public Building Commission, noting further discussion of liability and training issues is needed.

- General Government (612)*
- Justice System (628)*
- Health & Human Services (805)*

No discussion.

- Lancaster County Building Fund Budget*

Kroeker reported that \$125,000 to \$150,000 is anticipated from the sale of the Sheriff's Airplane and suggested estimating the anticipated revenue in a separate contingency fund within the General Fund. He also stated that the County still owes approximately \$25,000 for the airplane's overhaul.

O *County Support for Community Mental Health Center (CMHC)*

Kroeker said the tax requirement will increase \$182,026, a 13.88% increase, with the adjustments approved on July 12th.

O Determination from Dean Settle, Community Mental Health Center Director, of areas to fund with \$75,000 of the anticipated tobacco settlement revenue

Kroeker said the funding does not include provision of awake third shift staff for The Heather (estimated cost of \$78,321).

The Board requested a follow-up discussion with the County Attorney, Nebraska Department of Health and Human Services (HHS), and Mary O'Shea, owner of the facility. The Board also requested that Dean Settle, Community Mental Health Center Director, provide an overview of the program.

O *Community Mental Health Center 01/02 Additional Budget Requests (Revised)*

See previous item.

O Time Schedule for Proposals to Expand Programs Using the Tobacco Settlement Funds

Board consensus to amend the budget when those funds are received.

O Medicare Notice of Program Reimbursement from Blue Cross and Blue Shield of Nebraska

Kroeker said the notice indicates that \$48,350 is owed. He said KPMG, L.L.P. prepared the cost report and will be asked to review the matter.

Heier reported that an additional \$45,000 may be owed to Region V.

O Memorandum from Robin Hendricksen, Chief Administrative Deputy Assessor, regarding budget adjustments

Kroeker reported that there are budget reductions totaling \$12,000.

O Memorandum from Norm Agena, County Assessor, regarding expansion budget

O Letter from Bill Jarrett, Chief Deputy Sheriff, requesting addition of a Civilian Data Systems Specialist position

See discussion under *Lancaster County Employees by Agency, Last 5 Years*

- O Budget proposal for "Get Connected: Youth Traffic Safety Program"

Board consensus to add the budget item to the Justice Miscellaneous Budget for tracking.

- O Memorandum from Dave Shively, Election Commissioner, regarding postage expense

The Board suggested that notice of redistricting be through an insert in the Lincoln Journal Star newspaper; articles in area newspapers and The NEBLINE, County Extension's publication; and on *County Connections* on 5-City TV, rather than mailings.

The Board asked Kroeker to budget \$30,000 to \$32,000 for postage, with review at mid-year.

- O *Lancaster County Employees by Agency, Last 5 Years*

Kroeker reviewed the following requests for additional full-time equivalent (FTE) employees:

- County Clerk (1 FTE) - Approved in the Keno Fund
- County Treasurer (3 FTE's) - Approved 1 FTE and held request for additional 2 FTE's
- County Assessor (1 FTE) - Held request
- County Sheriff (1 FTE) - Held request
- County Attorney (2 FTE's) - Approved 1 FTE (Position is 66% reimbursable under the IV-D Program) and will review the request for additional FTE at mid-year
- Corrections (6 FTE's) - Review at mid-year

Kroeker said the Register of Deeds built one additional FTE and \$31,000 in Temporary Services (3091) into the budget. The department is currently utilizing two temporary employees and would like to convert one of these to an FTE position.

Board consensus to approve either the FTE or the additional funds in Temporary Services (3091), and asked the Register of Deeds to determine which one to fund.

- O *Lancaster County, Request for Increase in Personnel or Services, Fiscal Year 2002* (Register of Deeds)
- O *Lancaster County, Request for Increase in Personnel or Services, Fiscal Year 2002* (County Sheriff)
- O *Lancaster County, Request for Increase in Personnel or Services, Fiscal Year 2002* (County Attorney)

See discussion under *Lancaster County Employees by Agency, Last 5 Years*

O *Lancaster County, Request for Increase in Personnel or Services, Fiscal Year 2002 (Corrections)*

The Board asked Mike Thurber, Corrections Director, to revamp the request for construction of the program facility (\$80,000) in consultation with Don Killeen, County Property Manager, with review at mid-year.

Returning to discussion of *FY02 Valuations & Tax Rates*:

Campbell said the budget adjustments will result in a tax rate of 0.2584, a 2.25% reduction from Fiscal Year 2000-01. She said she is comfortable with this figure, noting it is equal to the Fiscal Year 1999-00 tax rate.

Hudkins said he would prefer holding at last year's tax rate (0.2643). He also questioned whether there are sufficient funds in the budget for road improvements.

Heier said he shares this concern, noting the County is 1.5 miles behind in paving. He estimated that it will cost approximately \$450,000 to catch up.

Kroeker noted there was a suggestion at the July 12th Staff Meeting to include the Northwest 70th & Superior Street Project in the Keno Fund. He said he did not include it in the list of Keno Fund Projects, due to the lack of available funds.

Board consensus to send a letter to James Griesen, University of Nebraska at Lincoln (UNL) Chancellor for Student Affairs, and Christine Jackson, UNL Vice Chancellor for Business and Finance, asking whether the University of Nebraska is willing to share in the cost of the paving project.

Campbell said the County could pick up dollars on valuation or centrally assessed and suggested that those funds could be shifted towards road improvements. She said this will allow the Board to hold the tax rate at 0.2584.

ADDITIONS TO THE AGENDA

A. Road Improvements on Van Dorn Street between 112th and 120th Streets

Heier noted concern with the realignment.

Campbell suggested that Heier express his concerns in a letter to Don Thomas, County Engineer, with copies to the Board, asking him for a response.

B. Ultimate Fighting

Heier expressed concern regarding "ultimate fighting" at a local nightclub and said the County should back the City in its efforts to draft an ordinance prohibiting such activity.

The Board directed Kerry Eagan, Chief Administrative Officer, and Gwen Thorpe, Deputy Chief Administrative Officer, to write a memorandum to the County Attorney's Office asking them to research the issue and to contact the City Attorney's Office.

C. Letter from Jane Burke, Attorney for American Federation of State, County & Municipal Employees (AFSCME) Regarding Lancaster Manor

Workman reported on receipt of a letter from Jane Burke, AFSCME's attorney, asking him to meet with her and several Lancaster Manor employees to discuss a personnel matter. He said he believes his involvement would be inappropriate and will suggest that Burke seek to resolve the matter with Larry Van Hunnik, Lancaster Manor Administrator, and AFSCME representatives.

4 EXECUTIVE SESSION - Doug Cyr and Dave Johnson, Deputy County Attorneys

MOTION: Hudkins moved and Heier seconded to enter Executive Session at 10:17 a.m. for discussion of pending litigation. Hudkins, Heier, Workman and Campbell voted aye. Motion carried.

MOTION: Hudkins moved and Heier seconded to exit Executive Session at 11:02 a.m. Hudkins, Heier, Workman and Campbell voted aye. Motion carried.

5 SALARY & BENEFITS FOR UNREPRESENTED, CLASSIFIED EMPLOYEES; PERSONNEL POLICY RULE CHANGES - Georgia Glass, Personnel Director; John Cripe, Classification and Pay Manager; Diane Staab, Deputy County Attorney

Salary & Benefits for Unrepresented, Classified Employees

MOTION: Hudkins moved and Heier seconded to enter Executive Session at 11:03 a.m. for the purpose of labor negotiations. Hudkins, Heier, Workman and Campbell voted aye. Motion carried.

MOTION: Hudkins moved and Heier seconded to exit Executive Session at 11:25 a.m. Hudkins, Heier, Workman and Campbell voted aye. Motion carried.

Personnel Policy Rule Changes

Diane Staab, Deputy County Attorney, said the Personnel Policy Rule changes clarify employee eligibility dates.

In response to a question from Hudkins, Georgia Glass, Personnel Director, said the Personnel Policy Rules do not address the waiting period for insurance benefits, rather that is a policy decision.

Campbell said Lancaster Manor would be impacted the greatest if the Board shortens the eligibility period, due to its high turnover rate.

Glass noted that the eligibility waiting period is a recruitment issue for many departments.

John Cripe, Classification and Pay Manager, added there is relatively little turnover during probation in other departments.

Glass said the health insurance contract expires in January, 2002 and suggested that would be an appropriate time to make a change in the eligibility period.

Campbell said a second issue for discussion involves temporary employees that move into full-time employment and whether the temporary employment should apply towards the waiting period for health insurance.

Cripe said he believes this could fit under the principles of the merit system.

Staab agreed to research the issue.

Heier asked Glass whether she has researched the issue of providing insurance benefits for retired elected officials.

Glass said she estimated the cost using the current demographic.

Heier asked whether she has researched other jurisdictions.

Glass said no, other than through salary surveys.

Eagan indicated that he is also researching the matter through national associations.

Cripe noted that the City passed an ordinance two years ago to provide coverage for directors that had at least 15 years of service in that capacity.

The Board requested additional research on the issue, with a report back to the Board.

6 PURCHASE OF SIRENS - Doug Ahlberg, Emergency Management Director

Doug Ahlberg, Emergency Management Director, requested authorization to place an order for outside warning sirens, through the replacement schedule. He said the funds are in the budget.

MOTION: Hudkins moved and Heier seconded approval. Hudkins, Workman, Heier and Campbell voted aye. Motion carried.

ADDITIONS TO THE AGENDA

D. Proxy for Nationwide Life Insurance Company (Exhibit B)

MOTION: Workman moved and Hudkins seconded to authorize Kerry Eagan, Chief Administrative Officer, to sign the proxy. Workman, Hudkins, Heier and Campbell voted aye. Motion carried.

E. Request for Members of the Juvenile Detention Facility Transition Team to Travel to Noblesville, Indiana to View a Computerized Security System (Exhibit C)

MOTION: Workman moved and Heier seconded approval. Workman, Heier, Hudkins and Campbell voted aye. Motion carried.

7 NEBRASKA USED OIL COLLECTION PROGRAM - Allen Grell and Jane Poulsen, Keep Nebraska Beautiful

Item dropped from the agenda.

8 ADMINISTRATIVE OFFICER REPORT

A. County Television Programs

Item held.

B. LB 640 County Aid Informational Meetings

Eagan said Kit Boesch, Human Services Administrator, and Sheryl Schrepf, Families First & Foremost (F³) Grant Director, plan to attend.

C. Surety Bond for Contractor's Inc.

MOTION: Hudkins moved and Workman seconded to authorize the County Attorney's Office to proceed with collection of the \$12,000 surety bond from Merchants Bonding Company. Hudkins, Workman, Heier and Campbell voted aye. Motion carried.

D. Two (2) Carts for Election Commissioner (Total Cost of \$578.64)

MOTION: Workman moved and Heier seconded approval. Workman, Heier, Hudkins and Campbell voted aye. Motion carried.

9 DISCUSSION OF BOARD MEMBER MEETINGS

A. Lancaster County Fairgrounds Joint Public Agency - Workman, Heier

Workman said expenditures were approved. It was also reported that there has been a change in the management of the Lancaster County Agricultural Society's Event Center.

B. Public Building Commission - Campbell, Hudkins

Hudkins reported that said a decision was made to ask the City and County to proceed with acquisition of Block 101 for parking north of the County-City Building.

Hudkins also reported that signs will be used to separate public and employee parking in the lot south of the County-City Building.

Campbell added that the Parking Committee will work out the details of employee parking in the Carriage Park facility, 1128 "L" Street.

C. Families First & Foremost (F³) Infrastructure Committee and Retreat - Heier, Stevens

Heier reported that mediation was the purpose of the retreat. He said further mediation will take place with Region V and Families First & Foremost (F³) in an effort to resolve problems.

Heier also reported that representation on the Conveners Group has been narrowed to one from each group.

D. Region V Governing Board - Heier

No report was given.

E. General Assistance Monitoring Committee - Campbell, Stevens

Campbell reported that quarterly reports were presented. She noted that future reports will indicate whether General Assistance (GA) clients are pending Social Security Income (SSI). Campbell said efforts will be made to track mental health patient pharmacy costs and to provide case management.

Eagan reported on the GA Burial Program and said Wyuka Cemetery is willing to install an Ossuary in the County section of the cemetery for burial of cremains. The cost will be \$500, with an additional fee of \$50 for each inurnment of ashes.

Eagan also reported on a four year old burial claim from Wyuka Cemetery in the amount of \$420. He said Wyuka Cemetery interred a GA client and was not informed that the burial was denied until two hours after the burial had taken place. The General Assistance Committee has recommended payment of the claim.

F. Downtown Action Team - Hudkins

Hudkins said an update was received on three proposals for the Old Federal Building. He said all three require some financial assistance from the City.

G. Meeting with Mayor Wesely - Campbell, Workman

Workman said the Mayor indicated that the City will be seeking a different split on the Keno proceeds.

10 EMERGENCY ITEMS AND OTHER BUSINESS

The Board set the following schedule for Board of Equalization Hearings on property valuation protests:

Thursday, July 19th - 8 a.m. to 8 p.m.
Friday, July 20th - 8 a.m. to 12 p.m.
Tuesday, July 24th - 8 a.m. until completed

11 ADJOURNMENT

By direction of the Chair, the meeting was adjourned.

Bruce Medcalf
Lancaster County Clerk